

**FREDERICK COUNTY COMMISSION ON AGING MINUTES
URBANA SENIOR CENTER
September 10, 2012**

DOA MEMBERS	DOA STAFF	EXCUSED	UNEXCUSED	GUESTS
Rae Ann Butler	Sue Ramsburg	Robert Wannemacher	Hal Ehart	Gil House
David Gray, Comm	Pat Rosensteel			Herbert Brown
Dennis Ford	Carolyn True			
Millard Haines				
Carol Krimm, Alderman				
Diane Julian				
Louise Lynch				
Mary Rice				
Debra Savageau				
Virginia Skelley				
Pat Tudor				
Steve Wilhide				
Dan Yeeles				

- I. **Call to Order** – RaeAnn Butler called the meeting to order at 11:00 am.
- II. **Welcome & Introductions** – RaeAnn welcomed all attendees. Guests were present so introductions were done around the table.
- III. **Action on the Agenda** – There were no additions to the agenda.

IV. Approval of Minutes – The minutes from the June 11 and the August 13, 2012 meetings were approved as written. All were in favor.

V. Commissioner's Report – Commissioner Gray was present at today's meeting. The grant proposal for the Community Block Grant was approved by the BoCC on Thursday. This grant, if awarded, will supplement the funding offered by the BoCC to pay for the planned Needs Assessment. The grant is in the amount of \$51,000. The county will fund approximately \$10,400 towards the Needs Assessment. This is a great accomplishment by this CoA.

Alderman's Report – Alderman Krimm was present at today's meeting. She commented that the TSAC and Transit issues have continued.

VI. Update on Planning Study, Pat Rosensteel – The Community Block Grant was recognized early as a potential funding source for the Needs Assessment. This grant is a good match for that need. The County needs to have an Open Participation Plan in place to qualify for this grant which was recently approved by the BoCC. Pat has met with the purchasing department to discuss the plan for moving this along once the grant is received. RFPs (request for proposal) will need to be sent out for bids. Carolyn has completed a first draft of this proposal. Purchasing will need some time to formalize the document in order to present it to the community. A committee will be formed to review the submitted RFPs. This will take a few weeks to finalize. The County announces RFPs on-line for registered contractors to review and submit bids. Carolyn can submit names of appropriate entities to Procurement and that department will forward the proposals. Results from the Needs Assessment could possibly be available this time next year.

Volunteers for the Expo, RaeAnn Butler – The Elder Expo will be held on October 3rd at the Frederick Fairgrounds. A schedule for volunteers has been sent out with the minutes. There was again the suggestion of once a month articles in the local paper. This would be a good opportunity to get stories from seniors who attend this event. There may not be enough privacy or time at this event to start this type of conversation. One possibility would be to get names of seniors who would be willing to do an interview at a later time during a follow up call. Another suggestion is to gather names of seniors interested in participating as part of the Needs Assessment. Top issues could also be included in the questionnaire. Another topic to include in the survey would be if the senior is a member of a specific group, i.e. AARP or NARFE. It may work best to do the questionnaire while the senior is present at the table. Steven and Ginny will work on the questionnaire.

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Louise will get the display board and revise it if needed. This is the largest event for senior participation in Frederick County.

There was some discussion on the position of the volunteer coordinator for the Department of Aging. Steven recently met with Josh Peterson from the United Way. He was previously a coordinator for the AmeriCorps program. Carolyn also met with Josh recently. Volunteers are a very important part of the Dept. of Aging team. There is a large time commitment to recruit and train a volunteer pool. There was discussion on the pros and cons of utilizing an AmeriCorps volunteer. It is a cost effective fix but there is not a permanent commitment by an AmeriCorps volunteer. There is a job description in place for a Volunteer Coordinator position as it has been requested in previous years. There is a minimal background check done on all volunteers to the DoA. There was a suggestion to have an AmeriCorps volunteer start until a paid position can be approved. There was discussion on the possibility of using funds approved, but not used for the Needs Assessment, to fund a paid staff position. This discussion will be continued at a future meeting once the Community Block Grant has been granted.

Review status of the Strategic Plan, RaeAnn Butler – This document was sent out with the minutes. Commission members should review it over the next few months for discussion at a future meeting. This Plan will expire next year. There should be a discussion on what should be included or changed for the next strategic plan. Members should assess their ideas on what the role of the CoA has been and should there be any changes in that role. The Commission has been very proactive in an advocacy role and pursuing solutions for the needs of local seniors. It may be helpful to include a timeline in the next strategic plan so that there is some accountability and sense of accomplishment for successes. This is the first Strategic Plan that this Commission has had.

TSAC, Alderman Krimm – TSAC meets this Friday. There is still the issue of the hiring freeze for full time drivers. Sherry Burford is retiring at the end of September. She has been a great advocate for Transit services.

State CoA, Louise Lynch – This group does not meet during the summer. No report.

PiC, Diane Julian - Diane attended today's Partner's in Care meeting. An application has been submitted for Leaders on Loan. There is still discussion on fundraising ideas. On October 9th, Mimi's Café in Frederick will be donating fifteen percent of their profits to PiC.

Carolyn will forward the necessary flyer to Commission members for this event.

Nominating, Diane Julian – Diane has talked with Hal who has a new opportunity to work with the Census. Diane suggested to him that he submit his resignation and he is willing to do that. The Nominating Committee would like to nominate Hermaine Bernstein to the Commission. Dennis seconded this motion. All were in favor. The open positions for the CoA were not specifically included in the recent advertisement. There are still two more open positions. Diane will contact Joyce Grossnickle regarding any other potential members.

Affordable Housing Council, Dennis Ford – Dennis did not attend the July meeting. The Land Trust continues to be the focus. There is some legal assistance now with this process. The hope is to finish this project soon. There was a question regarding the St Joseph's Ministry apartment complex that is being developed. There has been no information on that subject presented at the AHC meetings. Dennis will be going to today's meeting.

Friends of MoW, Louise Lynch - No report.

USM, Ginny Skelley – This group does not meet during the summer. The next meeting will be on October 10th at the Baltimore County Expo.

Adult Public Disabled Review Board, Mary Rice - Mary will plan to attend a first meeting today.

MAP, Kathy Schey – Kathy was not able to attend today's meeting. No report.

Director, Carolyn True –The department is applying for a grant through the MD Department of Aging for Senior Center operating funds. This will be on the BoCC agenda on September 20th. The grant will be for approximately \$65,000. These funds will help support oral health needs for the senior population. This is a huge gap in service.

The DoA will also be going before the BoCC regarding a new proposal which is a pilot initiative in the state. It is a veterans directed program. There will be direct interaction with selected veterans to help them remain in their homes and avoid nursing home placement. There will be training for staff. The BoCC does need to approve this documentation for the program to move forward.

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Medicare D Open Enrollment starts on October 15th and ends December 7th. Training for volunteer counselors will start soon.

Friends of MoW and DoA staff met on August 21st to talk about the possible expansion to the Middletown area. There has been sufficient interest from volunteers in that area.

There were three well attended Tax Credit Seminars recently held at the Frederick Senior Center. The tax credit deadline has been extended to October 31st. There is the possibility of another seminar which would be held in the Northern part of the County. There is also a renter's tax credit available to qualifying seniors who rent.

VII. Announcements, All – The next CoA meeting will be held at Citizens Care and Rehab on October 8th starting at 1:00 pm. A tour will be available after the meeting.

VIII. Adjournment – The meeting adjourned at 12:05 pm.

Respectfully submitted,

Susan M. Ramsburg
Recording Secretary

Upcoming Dates:

October 8, 2012, Commission on Aging, 1:00 at **Citizens Care and Rehab, 1900 Rosemont Avenue, Frederick, MD**

October 30, 2012. CoA Executive Committee meeting, 1:00 at Department of Aging